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2 January 1953

Dear General Smith:

A year ago, I submitted to you a brief status report upon the occasion of the first "anniversary" of your Office of Training. Following that precedent, I offer this report of significant training activities during the second year of operations under the concept of unified responsibility for all continental U.S. training.

The most noteworthy additions to training courses during 1952 are in the fields of Language, Management, Area training, and in the variety of clandestine tradecraft courses offered. During the past year, each of these programs moved from the planning phase to action. Language training in the Agency got under way 10 March 1952 and had responded to requests for training in thirty-three languages by the end of the year. In the field of Management, a Human Resources Program was launched in November, its immediate objective being to provide basic training in human relations - leadership and team work - for all levels of supervision. The ultimate objective of this program is to provide at all levels training in all aspects of effective management of the human resources of CIA.

In the field of Area training, a number of courses were made available designed, insofar as possible, to provide comprehensive and intensive training in those areas of the world of greatest immediate interest to the Agency. The courses run from a minimum of six weeks to a maximum of two years. All require absence from the Agency.

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We continue to stress the importance of our Junior Officer Trainee program as the keystone of the CIA Career Service Program, and I'm confident that our procedures are sound and bearing fruit. Pursuant to the Career Service Program as approved by you, we are prepared to provide basic intelligence training to all new personnel recruited to fill professional positions. The prerequisite Agency Regulation is now awaiting approval.

Accomplishments of the Office of Training during the past year are set forth more fully in the graphic interpretations and tabulations which follow.

My staff joins me in wishing you a very Happy New Year and in appreciation for your support during the past year.

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MATTHEW BAIRD

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